

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION L	DATE
CONSTRUCTION OPERATIONS	PROCESSING CONSULTANT INSPECTION INVOICES	03/26/2015

1. Properly submitted consultant invoices are to be submitted to Accounts Payable within 25 days of being initially received by the Region. Upon receipt by the Region, all consultant invoices are to be date stamped.
2. The Consultant is required to submit one original signature copy of the invoice to the Region Consultant Coordinator and submit an electronic copy (scanned pdf format) of the invoice to the RE and Regional Consultant Coordinator. If the RE is a consultant the consultant will be required to submit the electronic file copy to the Field Manager (FM).
3. Within 5 days of date of receipt of the e-copy of the invoice, the RE or FM will complete their review of the invoice. The RE or FM will review the invoice, and verify the following:
 - a. Direct salary costs do not include unauthorized personnel
 - b. Direct salary costs are based on salary rates approved by the Regional Consultant Coordinator
 - c. Hours for straight time and overtime agree with the RE's records¹
 - d. Direct expense costs were authorized and reasonable
 - e. Overhead costs are based on rates approved by the Regional Consultant Coordinator
 - f. Fixed fee costs are based on the fixed fee rate approved by the Regional Consultant Coordinator, multiplied by the direct salary cost
 - g. Fixed fee costs for the consultant and subconsultants are within the amount budgeted² for fixed fee for the respective firm
 - h. Audit costs provide satisfactory documentation
 - i. Cost calculations are mathematically correct
 - j. Total costs for the consultant and subconsultant are within the total amounts budgeted² for the respective firm

Note 1: Costs for off site activities, such as schedule analysis, are to be simply checked that the hours are reasonable for the activity performed.

Note 2: Amounts budgeted refers to the amount budgeted for the agreement for the project. For multiple project agreements, each project will have a specific budget. For Term Agreements, each task order will have a specific budget.

4. If the invoice is acceptable the RE or FM will send an e-mail response to the Regional Consultant Coordinator (with the e-copy of the invoice attached).

The RE or FM will state in the e-mail: "I certify that the services as described in the invoice dated _____ have been rendered in accordance with the Contract agreement".

Alternately, the RE or the FM will sign the invoice Form PV(C), and e-mail the front page to the Regional Consultant Coordinator (along with the e-copy of the full invoice attached).

For invoices that have been reviewed and approved by the RE or FM, the Regional Consultant Coordinator will sign the original invoice [Form PV\(C\)](#), and the Services Performed line on the [Form AC-1641](#) and obtain the RCE's signature for the Recommended for Approval line. The approved invoice will be submitted to Accounting within 5 days of receiving the response from the RE or FM.

The Regional Consultant Coordinator will return a copy of the signed invoice to the RE for incorporation into the project records.

The Regional Consultant Coordinator will also review the package to ensure it conforms to the requirements noted on the Contract Manager checklist [Form CM-Checklist](#). The Regional Consultant Coordinator will then forward the invoice, AC-1641, and Contract Manager checklist to Accounts Payable.

Note: For work associated with project specific agreements, or for federal term agreement task orders, the job code number is the CE job code number for the project. For state funded term agreement task orders, the job code number is the number that is set-up for the term agreement. For federally funded agreements or task orders, the function code is Y525, and for state funded agreements the function code is Y536.

5. If the invoice is unacceptable, the RE or FM will reject the invoice. The RE or FM will email the Consultant Project Manager the Regional Consultant Coordinator explaining the reason for the rejection. The Regional Consultant Coordinator will email the Consultant Project Manager with an explanation of the rejection within 5 days of receiving the response from the RE or FM.
6. Invoices cannot be altered for any changes to the invoice amount on the Payment Voucher [Form PV\(C\)](#). Changes to the PV(C) form can be made to correct format errors (e.g. correcting the agreement number). As invoices are subject to prompt payment requirements, which start as soon as the invoice is initially received by the Region, waiting for consultants to make corrections may result in the Department paying interest if the invoice is not formally resubmitted.
7. The Region will log the status of the invoice, noting when the invoice was rejected and returned to the consultant, or when it was transmitted to Accounts Payable.